

**State Employment Relations Board
Research and Training Section**



2015

SERB

CLEARINGHOUSE

Guide to Making a Clearinghouse Request

**Ohio's Database of Public Employers and
Public Sector Collective Bargaining Agreements
1984 - Present**

WELCOME

The SERB CLEARINGHOUSE is a relational database containing information on all public employers and collective bargaining agreements in the State of Ohio. SERB's research function is mandated by law. Ohio Revised Code 4117.02(K)(5) mandates the State Employment Relations Board to "[m]ake studies and analyses of, and act as a clearinghouse of information relating to, conditions of employment of public employees throughout the state..." To comply with this mandate the SERB Clearinghouse database was born.

WHAT IS THE CLEARINGHOUSE?

The Clearinghouse is a computer database housed within SERB's Research and Training Section. It contains data gleaned from more than 3,000 current labor agreements on file with SERB. Customized wage and benefit reports are generated upon request. There is a nominal fee for each report generated.

As of July 1, 2015 the SERB Clearinghouse database contained the following:

- 2,731 Public Employers
- 1,487 Public Employers with Contracts
- 3,199 Current Contracts filed with SERB
- 294,951 Employees covered by Contracts
- 31,698 Total Public Employer Collective Bargaining Agreements

KEEPING THE DATABASE UP TO DATE

Each year the Research and Training Section of SERB sends out an Employer Annual Report form to each public employer. This form must be returned to SERB and its purpose is to collect the most up to date information available to update the Clearinghouse database. The Employer Annual Report form requests updated contact information, address changes, employee counts, bargaining unit counts, and any new or extended Collective Bargaining Agreements.

NOTE: All Collective Bargaining Agreements must be filed by the employer within 30 days after the execution of the Collective Bargaining Agreement.

STANDARD REPORTS AVAILABLE

A standardized format has been developed for the following reports:

Benchmark Report:	Compares annualized (hourly for Board of Education non-teaching classifications) entry and top level salaries for any of over 190 job classifications.
Benefit Report:	Provides an array of economic and non-economic benefit data.
Wage Settlement Report:	Shows negotiated across-the-board wage adjustments.
Health Insurance Report	Insurance data from the survey taken by public employers

MAKING A CLEARINGHOUSE REQUEST

You can specify how you want the data retrieved

Data is retrieved and reports are generated based on parameters stipulated by the individual making the request. The following are some of the criteria that are typically used as parameters:

Jurisdiction/Employer Type:	Employers are grouped according to political subdivision, funding source, or other distinguishing characteristic. Each grouping is designated by a jurisdiction and employer type code (see Jurisdiction/Employer Type table).
Population:	The population, according to the most recent federal decennial census, of each county, city, and township has been recorded. For school districts, annually updated pupil enrollment figures are recorded as "population."
Employer County:	Reports are frequently requested for data extracted from contracts executed within a particular county, among a group of contiguous counties, or by some of grouping of counties.
Bargaining Unit:	A bargaining unit code is assigned to each contract entered into the database. Reports can be run for a particular unit type such as safety (police or fire), teacher, blue collar, etc. (see Bargaining Unit Codes table).
Job Title:	Over 190 job titles are monitored, based on the frequency in which they are found in contracts, and are recorded as benchmark classifications (see Benchmark Job Titles table).

Filed collective bargaining agreements are available on-line at www.serb.ohio.gov. Copies of the collective bargaining agreements can be downloaded from the site.

CALCULATING THE COST OF A REPORT

SERB does charge a small fee for the extract of the data from the SERB Clearinghouse. The fee is utilized for maintaining the integrity of the database.

Cost of Reports

- \$5.00 Request Fee
- \$0.10 per Contract for the Benchmark Report
- \$0.10 per Contract for the Wage Increase Report
- \$0.25 per Contract for the Benefits Report

If the report that is requested has 20 contracts that meet the criteria, the cost would be:

- \$ 5.00 Request Fee
- \$ 2.00 Benchmark Report – Regardless of the number of job titles listed in the contract
- \$ 2.00 Wage Increase Report – normally 3 years of wage increase data per contract
- \$ 5.00 Benefits Report – 2 pages of information
- \$14.00 Total

REPORT EXAMPLES

SERB offers a variety of standard reports shown below. Custom reports may also be requested.

Benchmark Report

State Employment Relations Board Clearinghouse
Benchmark Report
July 10, 2015

Employer	Population	County	Union	Local	BU	Size	Start Date	End Date	Effective Date	Entry Level	Top Level	Hours/ Week	Hours/ Day	# of Steps	Step Years
FIREFIGHTER															
MCKINLEY HEIGHTS CITY		CUYA	IAFF	1057	FF	35	01/01/14	12/31/16	01/01/15	\$1.00	\$1.00				
Count of Employers: 1										Average:		\$1.00	\$1.00		

Wage Increase Report

State Employment Relations Board Clearinghouse
Wage Increase Report
July 10, 2015

Employer	County	Union	Local	BU	Date of Increase	Percent	Hourly	Annual	Hour Percent	Hour Amount	Year Percent	Year Amount	Lump Sum	Benefit Increase
MCKINLEY HEIGHTS CITY	CUYA	IAFF	1057	FF	01/01/2014	3.00								No
				FF	01/01/2015	2.50								No
				FF	01/01/2016	0.50								No

Benefit Report

State Employment Relations Board Clearinghouse
BENEFITS REPORT
July 10, 2015

Employer: MCKINLEY HEIGHTS CITY
 County: CUYA Population: Union: IAFF Local: 1057 BU: FF BUID:
 Start Date: 1/1/2014 End Date: 12/31/2016 Execution Date: IRN:

Paid Leave

Holidays 11
 Personal Days 1
 Birthday?
 Injury Leave 180 / DY
 Assault Leave
 Union Leave? Yes
 Holiday Pay
 Fatal Force
 Holi-vac

Vacation

1 Years 6 Days
 5 Years 9 Days
 11 Years 12 Days
 16 Years 15 Days
 21 Years 18 Days

Sick Leave & Bereavement

Days Per Year 7
 Maximum Accumulation:
 Attendance Bonus? Yes
 Bank/Donated Time? Yes < 11 >
Bereavement
 Sick:
 Funeral: 1
 Other:

Insurance Report

The insurance report is a one page report that utilizes medical information obtained in the Health Insurance Survey. This information includes medical premiums, employee contributions, prescription, dental, vision and life insurance.

BARGAINING UNIT CODES - EXPLAINED

SERB uses bargaining unit codes to identify like bargaining unit types across different employers

BC Blue Collar: Unskilled manual labor or semi-skilled or skilled maintenance.

EM Emergency Medical: Emergency medical or rescue.

FD Fire Dispatcher: Fire department telecommunications.

FF Fire Fighter: Fire suppression or fire prevention.

FS Fire Supervisor: Fire Lieutenant and above, excluding chief.

FX Part-time fire.

HA Health Aide: Health care.

HE Health Care: Combination of unit types in a health care institution.

ME Multi-Employer: Not a bargaining unit definition. Indicates more than one employer is party to collective bargaining agreement.

MS Mixed Safety: Combination of safety and fire personnel.

MU Mixed Unit: Combination unit types, exclusive of safety or fire units.

N Nurses: Unit comprised exclusively of nurses.

NT Non-Teaching: Non-certificated school personnel.

SA Safety: Uniformed safety, below rank of sergeant.

SD Safety Dispatcher: Police and county sheriff dept. telecommunication.

SG Security Guard: Corrections officers and security guards.

SM Safety-Mixed: Combination of safety units.

SN Safety Narcotics: Narcotics agency personnel.

SS Safety Supervisor: Uniformed safety, rank of sergeant or above.

SX Part-time police.

T Teaching: Usually certified under ORC by State Board of Education.

TA Teaching Administrators: School administrators.

TE Technical: Skilled duties of a particular art, science or trade.

TM Teaching-Mixed: Combination of certified and classified personnel.

TS Substitute Teacher

WC White Collar: Professional, paraprofessional, clerical, semi- technical or data processing.

WS Wall-Safety-Combo: Combination of any non-safety and/or fire personnel (usually found in townships or small cities).

WW Wall-to-Wall: All employees of an employer who are eligible for representation by an employee representative.

Clearinghouse Jurisdiction and Employer Type Codes with Description

	Jurisdiction ID	Employer Type	Description
Authorities	AU	ME	Metro Housing Authority
	AU	PT	Port Authority
Boards of Education	BE	CC	Commuter/Charter
	BE	CI	City Board of Education
	BE	CO	County Education Service Centers
	BE	JV	Joint Vocation/Career & Technical Schools
	BE	LO	Local Board of Education
	BE	VI	Exempted Village Schools
County Commissioners	CC	CS	Children Services
	CC	DE	County Departments
	CC	EA	County Enforcement Agency
	CC	HC	County Healthcare
	CC	HU	County Job and Family Services
	CC	NA	County Narcotics Agency
	CC	VA	County Veterans Services
County Elected	CE	AU	County Auditors
	CE	CL	County Clerk of Courts
	CE	CR	County Coroners
	CE	EG	County Engineers
	CE	PR	County Prosecutor
	CE	RE	County Recorders
	CE	SH	County Sheriffs
	CE	TR	County Treasurers
Colleges	CG	CU	Community College
	CG	TE	Technical College
City	CI	CL	City Clerk of Courts
	CI	HD	City Health Department/District
	CI	MA	City Mayors
County	CO	CF	County Correctional Treatment Facility
	CO	EM	County Emergency Medical
	CO	GV	County Governments
	CO	HO	County Hospital
	CO	MH	County Mental Health
	CO	MR	County Board of Development Disabilities
	CO	PD	County Public Defender
	CO	VA	County Veterans Services
Districts	DI	CD	Conservation District
	DI	CM	Cemetery District
	DI	EM	Emergency Medical District
	DI	FD	Fire District
	DI	HD	Health Department/District
	DI	JR	Juvenile Rehab
	DI	PK	Park District
	DI	SN	Sanitary District
	DI	WS	Water/Sewer District
Library	LI	CI	City Library
	LI	CO	County Library
Regional	RE	CF	Corrections / County Jail
	RE	IN	Income Tax Agency
	RE	PC	Planning Commissions
	RE	TA	Regional Transit Authority
	RE	TC	Turnpike Commission
State	ST	AG	Attorney General
	ST	AU	State Auditors
	ST	OC	State Office of Governor (State Units)
	ST	SC	State Secretary
	ST	TR	State Treasurers
	ST	UV	State Universities
Township	TW	TS	Township Trustees

SERB JOB TITLES – TRACKED IN SERB CLEARINGHOUSE

ID #	Job Title	ID #	Job Title
24	Account Clerk	45	Computer Programmer I
230	Account Clerk 2	216	Computer Tech
263	Accountant	109	Cook
165	Adult Educ Instructor	47	Corporal
127	Animal Control Officer	265	Corrections Captain
170	Assistant Custodian	210	Corrections Corporal
36	Assistant ES Principal	208	Corrections Lieutenant
241	Assistant Fire Chief	31	Corrections Ofcr/Jailer
11	Assistant HS Principal	193	Corrections Sergeant
20	Assistant JS Principal	271	Corrections Supervisor
155	Assistant Librarian	211	Court Sevices Officer/Deputy
142	Associate Instructor	151	Crew Leader
51	Associate Librarian	219	Crime Analyst
212	Attorney	221	Criminalist
161	Available Job Title	8	Crossing Guard
7	BA/BS Teacher	110	Custodian
14	BA/BS-150 Teacher	259	Customer Service Representative
178	Battalion Chief	137	Data Center Manager
204	Battalion Chief/Paramedic	42	Data Entry Operator
192	Boiler Operator	218	Delivery Worker
240	Bookkeeper	148	Deputy
168	Brickmason	264	Deputy Auditor
135	Building Inspector	34	Detective
69	Bus Aide	258	Direct Care Worker
140	Bus Driver	183	Director Adult School
91	Business Manager	184	Director Information Tech
87	Cafeteria Manager	185	Director PD/PR
39	Cafeteria Worker	243	Dispatcher
79	Captain	199	Dispatcher/Jailer
160	Carpenter	171	DP/Accounting Clerk
167	Carpenter Apprentice	9	Draftsperson
147	Caseworker	182	Driver ED Instructor
175	Caseworker 2	198	Educational Interpreter
176	Caseworker 3	48	Educational Specialist
44	Cashier	32	Educational/Teacher Aide
181	Cert Teacher Assistant	122	Electrical Inspector
141	Chemist	35	Electrician
244	Child Care Worker	82	Elementary Principal
229	Child Support Enforcement Officer	248	Eligibility / Referral Specialist 1
134	Clerical Specialist	114	Emp Svc Interviewer
118	Clerk	172	EMS-Dispatcher
152	Clerk-Typist	173	EMT
18	Computer Operator	66	Equipment Oper - Hvy
ID #	Job Title	ID #	Job Title
133	Equipment Oper - Lt	213	Intervention Assistant

ID #	Job Title	ID #	Job Title
220	Evidence Technician	190	Intervention Coordinator
33	Faculty I/Instructor	83	Investigator
37	Faculty II/Asst Prof	166	ISG Instructor
90	Faculty III/Assoc Prof	17	Jr. High Principal
144	Faculty IV/Professor	84	Lab Technician
56	Family Svc Aide	123	Laboratory Asst
60	Fire Captain	19	Laborer
195	Fire Captain/EMT	5	Laborer-Water/Sewer
197	Fire Captain/Paramedic	179	Latch Key Aide
247	Fire Deputy Chief	180	Latch Key Leader
119	Fire Dispatcher	191	Latchkey Teacher
200	Fire Inspector	92	Laundry Worker
21	Fire Lieutenant	99	Lead Instructor
194	Fire Lieutenant/EMT	108	Librarian
196	Fire Lieutenant/Paramedic	120	Library Aide
2	Fire Sergeant	236	Library Media Aide
46	Firefighter	234	Library Media Specialist
6	Firefighter/EMT	27	Lieutenant
52	Firefighter/Paramedic	138	Line Worker
104	Food Service Worker	61	LPN
227	Foreman	139	MA/MS + 15 Teacher
254	Forensic Scientist	111	MA/MS + 30 Teacher
101	Groundskeeper	67	MA/MS Teacher
10	Habilitation Specialist	256	Machinist
15	Head Cook	55	Mail Clerk/Messenger
63	Head Custodian	112	Maint Repair Wkr
3	Head Maintenance	43	Maintenance Supervisor
143	Head Mechanic	157	Mason
163	Head Start Bus Driver	146	Masonry Maintenance
162	Head Start Teacher	80	Mechanic
164	Head Start Teacher Aide	239	Mental Health Tech
71	High School Principal	117	Meter Reader
153	High School Secretary	266	Meter Repair Technician
103	Highway Patrol Dispatcher	186	Mid School Asst Principal
26	Highway Patrol Officer	187	Mid School Principal
88	Highway Patrol Sergeant	126	Monitor
73	Home Instructor	98	Motor Bus Operator
95	Hvac Maintenance	116	Non-Degree Faculty Asst
129	Income Maint Aide	25	Non-Degree Teacher
89	Income Maint Wkr 2	145	Nurse Aide
105	Income Maint Wkr 3	228	Nurse Practitioner
270	Information Technology Tech	106	Nutritionist
49	Inspector	57	Occup/Physical Therapist
169	Interpreter For Deaf	238	Occupational Therapist Asst
ID #	Job Title	ID #	Job Title
100	Painter	86	Road Maint Wkr/Laborer
65	Painter Apprentice	202	Rpn
174	Paramedic	246	Safety Dispatch Lieutenant

ID #	Job Title	ID #	Job Title
53	Park Maintenance	245	Safety Dispatch Sergeant
29	Park Ranger	1	Safety Dispatcher
215	Park Ranger Sergeant	78	Safety Dispatcher - 911
226	Parking Attendant	214	Safety Dispatcher Supervisor
201	Parking Enforcement Officer	30	Safety Dispatcher/Communications
252	Part-Time 911 Safety Dispatcher	62	Sanitarian
223	Part-Time Corrections	68	Sanitation Worker
262	Part-Time Fire Captain	128	Secretary
249	Part-Time Fire Lieutenant	115	Security Officer
261	Part-Time Fire Lieutenant/EMT	102	Sergeant
260	Part-Time Fire Lieutenant/Medic	149	Skilled Maintenance
250	Part-Time Firefighter/EMT	59	Social Svc Aide
251	Part-Time Firefighter/Medic	132	Social Svc Wkr
232	Part-Time Firefighters	107	Social Svc Wkr 2
257	Part-Time Park Ranger	85	Social Svc Wkr 3
222	Part-Time Police	121	Special Education Aide
233	Part-Time Safety Dispatcher	76	Special Svcs Supervisor
13	PHD/ED D Teacher	269	Stna (State Tested Nurse Aide)
74	Physical Therapy Asst	97	Storekeeper
136	Plant Maint Mechanic	38	Substitute Teacher CI I
268	Plant Operator	131	Substitute Teacher CI III
267	Plant Supervisor	150	Substitute Teacher Class II
93	Plumber	70	Tech Typist
12	Plumbing Inspector	235	Technology Specialist
75	Police Captain	124	Telephone Opr
273	Police Commander	242	Toll Collector
255	Police Evidence/Fingerprint Technician	209	Tradesmen
50	Police Lieutenant	54	Transportation Supervisor
41	Police Officer	113	Tree Trimmer
125	Police Sergeant	94	Truck Driver
130	Preschool Associate	22	Tutor
40	Preschool Lead	156	Typist
203	Preschool Teacher	159	Vehicle Operator
28	Process Server	64	Vehicle Service Wkr
206	Program Specialist	237	Veteran Services Officer
188	Psychologist	189	Vocational School Director
77	Public Health Nurse	58	Wastewater Plant Operator
272	Public Safety Officer	23	Water Meter Repairperson
207	Purchasing Specialist	16	Water Treatment Plnt Oper
205	Receptionist	81	Welder
154	Record Clerk	4	Workshop Specialist
158	Rn	72	Youth Leader

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NOTE: Please submit all Collective Bargaining Agreements to: research@serb.state.oh.us

BOARDS OF EDUCATION REGIONS

Southwest Region 1

Butler
Clermont
Clinton
Greene
Hamilton
Preble
Warren

West Central Region 2

Auglaize
Champaign
Clark
Darke
Logan
Mercer
Miami
Montgomery
Shelby

Northwest Region 3

Allen
Defiance
Fulton
Hancock
Henry
Lucas
Paulding
Putnam
Van Wert
Williams
Wood

North Central Region 4

Ashland
Erie
Huron
Lorain
Medina
Ottawa
Sandusky
Seneca
Summit
Wayne
Wyandot

South Central Region 5

Adams
Brown
Fayette
Gallia
Highland
Jackson
Lawrence
Pickaway
Pike
Ross
Scioto

Southeast Region 6

Athens
Fairfield
Guernsey
Hocking
Meigs
Monroe
Morgan
Muskingum
Noble
Perry
Vinton
Washington

East Central Region 7

Belmont
Carroll
Columbiana
Coshocton
Harrison
Holmes
Jefferson
Mahoning
Stark
Tuscarawas

Northeast Region 8

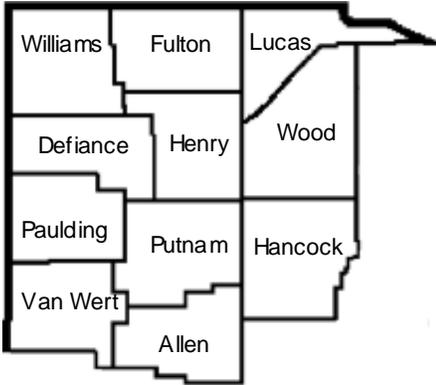
Ashtabula
Cuyahoga
Geauga
Lake
Portage
Trumbull

Central Region

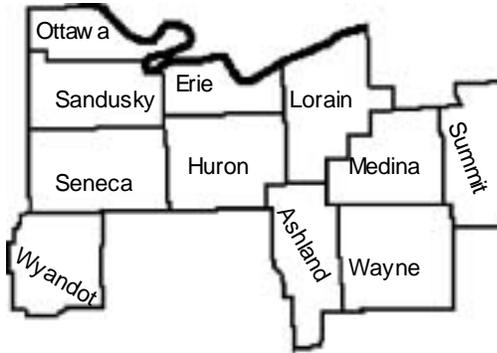
Crawford
Delaware
Franklin
Hardin
Knox
Licking
Madison
Marion
Morrow
Richland
Union

BOARDS OF EDUCATION REGIONS

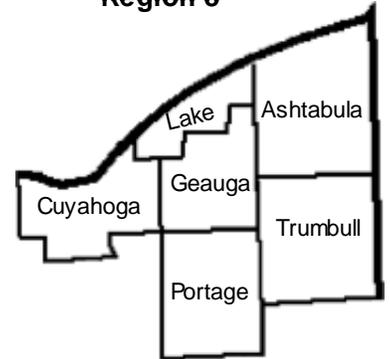
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Region 3**



**North Central
Region 4**



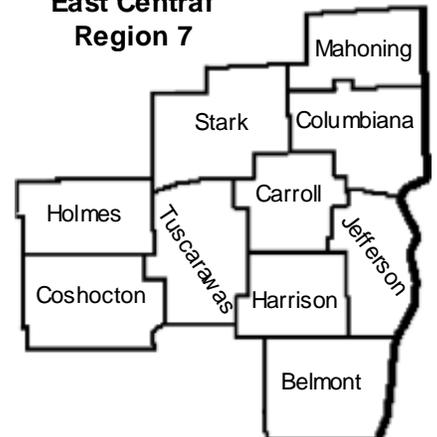
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Region 8**



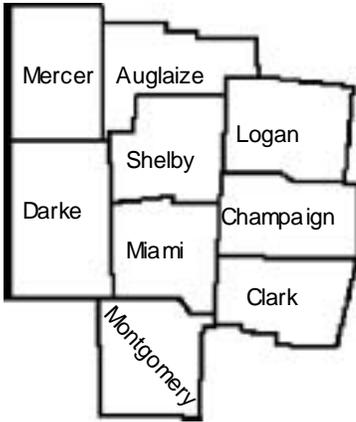
**Central
Region**



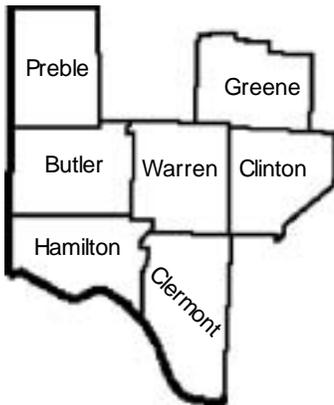
**East Central
Region 7**



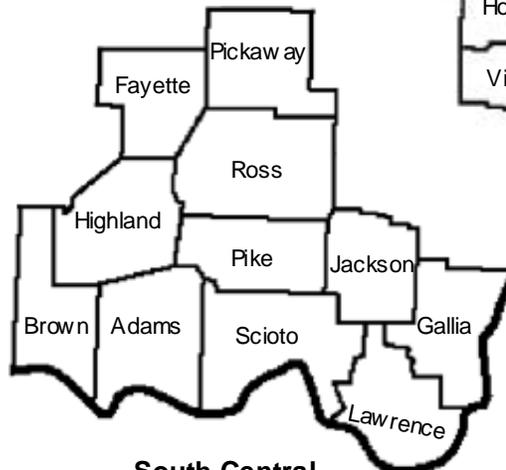
**West Central
Region 2**



**Southwest
Region 1**



**South Central
Region 5**



**Southeast
Region 6**



SERB REGIONS

(Not Boards of Education)

Region 1 Akron/Canton

Ashland
Carroll
Coshocton
Harrison
Holmes
Medina
Portage
Stark
Summit
Tuscarawas
Wayne

Region 2 Cincinnati

Adams
Brown
Butler
Clermont
Clinton
Hamilton
Highland
Warren

Region 3 Cleveland

Ashtabula
Cuyahoga
Erie
Geauga
Huron
Lake
Lorain

Region 4 Columbus

Crawford
Delaware
Fairfield
Fayette
Franklin
Knox
Licking
Madison
Marion
Morrow
Pickaway
Pike
Richland
Ross
Scioto
Union
Wyandot

Region 5 Dayton

Auglaize
Champaign
Clark
Darke
Greene
Logan
Mercer
Miami
Montgomery
Preble
Shelby

Region 6 Southeast Ohio

Athens
Belmont
Gallia
Guernsey
Hocking
Jackson
Lawrence
Meigs
Monroe
Morgan
Muskingum
Noble
Perry
Vinton
Washington

Region 7 Toledo

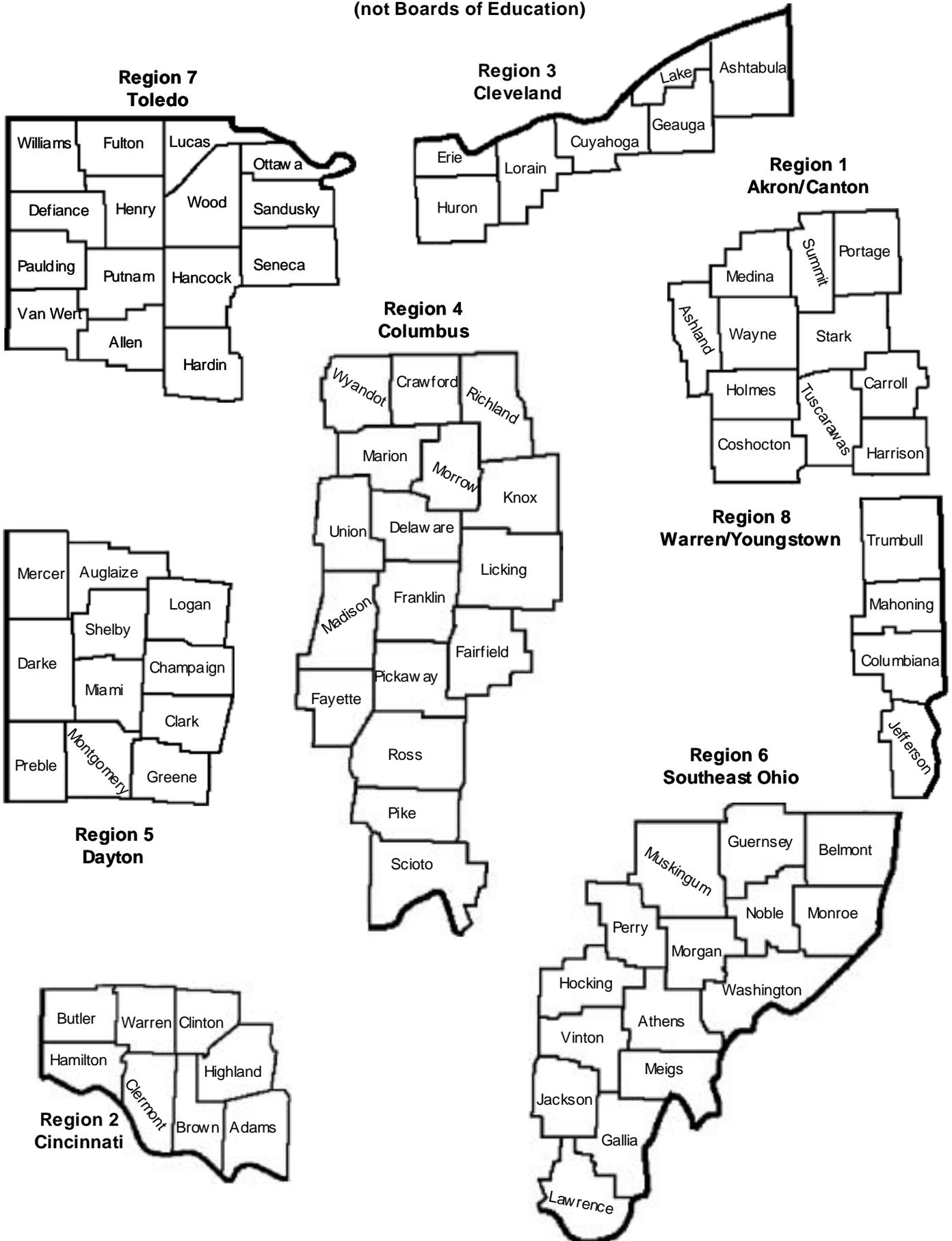
Allen
Defiance
Fulton
Hancock
Hardin
Henry
Lucas
Ottawa
Paulding
Putnam
Sandusky
Seneca
Van Wert
Williams
Wood

Region 8 Warren/Youngstown

Columbiana
Jefferson
Mahoning
Trumbull

SERB REGIONS

(not Boards of Education)





*Contract Data
Summary Sheet
Definitions*

Guide to all the Collective Bargaining Provisions Tracked Within Clearinghouse

WAGES:

Afternoon Dif: Cents per hour or percentage adjustment to regular hourly rate for work performed during the afternoon, or second, shift.

Evening Dif: Cents per hour or percentage adjustment to regular hourly rate for work performed during the evening, or third, shift.

Rank Differential: Establish differential between pay level of police and fire command and non-command positions.

Hazard Pay: Monetary adjustment for work performed which is considered hazardous or dangerous. It is calculated as an adjustment to the hourly (HR), weekly (WK), monthly (MO), bi-weekly (BW), or annual (AN) rate.

Retirement Pick-Up: The percentage of the retirement contribution paid by the employer, in excess of the required contribution. **Does not** apply to "tax deferred" or "salary reduced" pick-up plans.

Merit pay: (Y) A compensation program where base pay increases are determined by individual performance

Ed Incent: (Y) Supplementary pay for college courses or degrees or for advanced certifications or licenses.

Furlough: (Y) Employer-ordered mandatory leaves of absence that are not paid.

Ret Incent: (Y) Early retirement incentive program.

Field Trip Rate: Payment to school bus drivers for providing student field trip transportation.

EMT Pay: Dollar amount added to base pay for performing duties as an emergency medical technician.

Paramedic Pay: Dollar amount added to base pay for performing duties as a paramedic.

ALLOWANCES

Uniform: Employer provides uniforms (indicated by a "P") or employee receives a voucher to purchase uniform or go to a specific vendor (indicated by a "V").

Amt: Dollar amount for annual uniform allowance

Cleaning: (Y) Employer provides uniform cleaning

Amt: Dollar amount for cleaning uniforms

Tools Provided: (Y) Tools are provided

Amt: Dollar amount for annual tool allowance

Shoes: Dollar amount for annual shoe allowance.

Firearm Proficiency: Firearm proficiency bonus. Include the Frequency of Occurrence.

Mileage: IRS rate – (Y) IRS rate for mileage reimbursement for use of personal vehicle for work related travel.

Other: The cents per mile reimbursement other than IRS rate for use of personal vehicle for work related travel.

Tuition: (Y) Full or partial reimbursement for approved courses.

Vacation: Annual paid leave based upon number of years of employment. First column is the number of years required to be eligible for number of annual paid leave days in the 2nd column

Holiday/Vacation Combo: (Y) Vacation days are combined with Holidays.

LONGEVITY

Longevity: Supplementary payment based upon number of years of employment. Table lists number of years required to qualify for payment amount (either a dollar amount or as a percent) with the specified frequency.

Abbreviations used for method of payment column.

\$: Set dollar amount.

%. Percentage of base salary.

Type = Frequency of payment:

AN: Annual payment.

BW: Bi-weekly payment.

HR: Hourly payment.

HP: Hours paid. Payment equals hours multiplied by the base hourly rate.

IN: Incremental Increase of a specific amount.

MO: Monthly payment.

MY: Monthly payment for each year of service. Years multiplied by amount equals annual longevity payment.

MX: Maximum paid

YR: Annual payment for each year of service. Years multiplied by amount equals annual longevity payment

PAID LEAVE

Holidays: Number of paid holidays per year.

Personal Days: Number of unconditional annual paid personal days. Separate from any other paid leave (not combined with not using sick leave days). May be a FLOATING HOLIDAY.

Birthday: (Y) Birthday as a paid day off. It is **not** included in the number of holidays.

Injury Leave: The duration of paid leave for work related injury or illness / Specified in days (DY), calendar days. Separate from workers' compensation, sick leave or disability plan.
(CD), work days (WD), weeks, (WK), months (MO), or years (YR).

Assault Leave: Number of paid leave days for school or direct care employees who are assaulted while on duty. Separate from other leaves.

Union Leave: Paid leave for attendance of union sponsored or union related functions. **Does not** apply to time spent in negotiations, contract administration, and grievance investigation and representation

Paid Time Off Days: Number of banked days in which employer pools sick days, vacation days, and personal days that allows employees to use as the need or desire arises.

Fatal Force: (Y) Paid time off in the event of an incidence of fatal force.

SICK LEAVE

Sick Days/Year: Number of sick days that may accrue annually for uses specified in the contract.

Maximum Sick: The maximum days of sick leave that may be accrued. A blank indicates that sick leave may accumulate without limit.

Attendance Bonus: (Y) Paid leave or compensation as an incentive for the use of none or only a specific portion of available sick leave in one year.

Bank/Donated Time: (Y) Employees may bank or donate accumulated sick leave time to be used by other employees who have exhausted their sick leave benefits.

BEREAVEMENT LEAVE

Sick: Number of **sick leave days** that may be used following the death of a family member or other person defined within the provision

Funeral: Number of paid funeral leave days, **not from sick leave**, that may be used following the death of a family member or other person defined within the provision.

Other: (Y) Provision for modified uses of leave for bereavement purposes as circumstances warrant (EG. additional days for traveling over 150 miles to attend a funeral or sick leave may be used for additional days).

HOURS OF WORK

Compensatory Time Max: Maximum allowable hours of accumulated compensatory time.

Flex Time: (Y) Flex work schedules permitted.

Call In: (Y) Minimum guaranteed hours work, or pay, if called to work at a time that is not contiguous with the beginning or ending of a work shift

The hours or pay are guaranteed at the Overtime rate = **OT** or
Straight Time rate = **ST** or Appropriate Rate = **AR**.

Court: (Y) Minimum guaranteed hours, or compensation, for appearance in court for work related matters.

Does not apply to jury duty.

The hours or pay are guaranteed at the Overtime rate = **OT** or
Straight Time rate = **ST** or Appropriate Rate = **AR**.

Stand By: (Y) Payment for remaining ready and available for work, or on call, apart from the regularly scheduled work shift.

Report In: Minimum guaranteed hours or pay for reporting in for **regularly** scheduled work or shift.

Example: Reports into work and is then dismissed because no work is available or event prevents work

Meal Time: Duration in minutes of **paid** meal time.

Rest Break: Frequency (first digit) and duration (remaining digits), in minutes, of paid breaks. For example, 2/15 = two fifteen rest breaks.

Overtime Cycle: Maximum number of hours worked before overtime is accrued / followed by the number of days in the overtime cycle.

Example:

Over 8 hours in one day	8 / 1
Over 40 hours in one week	40 / 7
Over 80 hours in two weeks	80 / 14
Over 171 hours in 28 days	171 / 28

SENIORITY

Probationary Period: Minimum length of a probationary period for new hires designated in / days (DY), months (MO), work day (WD), calendar day(CD), year(YR).

Shift: (Y) Preference given to seniority in the assignment of shifts.

Recall Years: Number of years in which employees on layoff retain recall rights.

Super Seniority: (Y) Super seniority for union officers

GRIEVANCE ARBITRATION

Arbitration: (Y) Final and binding arbitration as the terminal step of the procedure for addressing and resolving grievances.

Cost: Distribution of arbitrator payment by Employer and Union.
Coded as Equal (E), Loser (L), or Other (O)

Mediation Step; (Y) Mediation is an option or step in the Grievance Procedure.

OTHER

Fair Share: (Y) Required payment of a service fee or service charge to the union by employees who are members of the bargaining unit and choose not to join the union.

Residency: (Y) Requirement that residence is maintained within a designated area, usually within the jurisdiction of the employer (e.g., city, county, township, school district, etc.).

Drug Test: (Y) Provision for drug testing of employees includes any of the following

Type: Specified as:

RT	Random Testing
RS	Reasonable
PC	Probable Cause
PA	Post Accident
PE	Pre-Employment

Fitness Std.: (Y) Physical fitness requirements or standards.

Sub-Contract: (Y) Contracting out or sub-contracting of bargaining unit work

Moonlighting: (Y) Having a second job in addition to one's regular employment

Past Practice: (Y) Long standing frequent practice that is accepted and known by the union and management

Minimum Staffing: (Y) Minimum staffing levels indicated

Light Duty: (Y) Temporary modification of duties to allow employee to return to work in a limited capacity.

Suc./Priv: (Y) Successorship or privatization of employer operations or facilities.

MAD: (Y) Mutually agreed upon dispute resolution procedure. A procedure that supersedes the statutory dispute resolution procedure in ORC Chapter 4117.14

Class Size: (Y) Contract lists specified number of students in classroom as opposed to general goals.

WAGE INCREASE ACROSS THE BOARD

Date of Increase: Effective Date of the Wage Increase negotiated

Percent: Across-the-board Percentage wage increase negotiated

Hourly: Hourly amount across-the-board increase given as a negotiated increase

Annual: A negotiated dollar amount added to the base salary

Lump Sum: A one-time dollar amount given which is **NOT** added to the wage scale. Many times a signing bonus.

Comments: Explanation of an unusual wage increase or signing bonus or a provisional increase (EG. Sergeants receive a 2% and Lieutenants receive a 2.5%) or STEP FREEZE

BENCHMARKS

Job Title: Job title in Collective Bargaining Agreement

Date: Effective date of the salary

Entry Level: Entry level or step in Salary Schedule in ANNUAL amount

Top Level: Top Level or step in Salary schedule in ANNUAL amount

Work Week: The number of work hours in a work week

Hrs/Day: The number of work days in a year

Days/Yr: The number of work days in a year

Steps: The number of steps for the job title

Step Yrs: The number of years it takes to get to the top step